

GCA/CHAPTER COUNCIL ANNUAL REPORT

INTRODUCTION

The Grand Chapter Advisor is expected to complete the Chapter Council Annual Report each year, which assists in measuring the relationship between the advisors and the chapter. The GCA and Chapter Council should use the prompts, as well as the descriptions, to help their actions. The Chapter Council Annual Report is provided on the Alpha Sigma Phi website and is due on April 15th, 2021.

Instructions: To complete the checklist, check each box that applies to your chapter. For example, if you or a member of your Chapter Council attends 12 or more Chapter events per year, please check all three boxes in that section. If the minimum is not reached, please do not check any boxes in that section.

POINTS BREAKDOWN

- 9 Points – GCA/Chapter Council meets **13 - 15** of the items below and provides the necessary documentation.
- 6 Points – GCA/Chapter Council meets **10 - 12** of the items below and provides the necessary documentation.
- 3 Points - GCA/Chapter Council meets **7 - 9** of the items below and provides the necessary documentation.

Section One: Number of events per year attended (in person or virtually) by the Grand Chapter Advisor, or a member of the Chapter Council. The events include Chapter meetings, Prudential Board meetings, or Chapter events (i.e. recruitment events, brotherhood events, ritual ceremonies, chapter retreats, etc.). Dates, events, and who attended must be provided.

- Minimum of 8 events in an academic year
- Minimum of 10 events in an academic year
- Minimum of 12 events in an academic year

Section Two: Number of Chapter Council meetings hosted by the Grand Chapter Advisor during the academic year.

Meetings may be completed either in-person, or through conference call. Documentation should be provided through

Vault.

- Minimum of 2 meetings per academic year
- Minimum of 3 meetings per academic year
- Minimum of 5 meetings per academic year

Section Three: The percentage of Chapter Council members to participate in the online Advisors Training provided through the Alpha Sigma Phi website.

- A minimum of 25% of Chapter Council Advisors successfully complete the Advisors Training by April 15th.
- A minimum of 50% of Chapter Council Advisors successfully complete the Advisors Training by April 15th.
- 75% of Chapter Council Advisors successfully complete the Advisors Training by April 15th.

Section Four: Number of new advisors added to the Chapter Council from August 1, 2020 to April 15, 2021.

- 1 new Chapter Council position filled
- 2 new Chapter Council position filled
- Chapter Council is full

Section Five: Check each box that has been completed.

- Nominate a graduating senior for Undergraduate Hall of Fame
- A member of the Chapter Council helps plan and attends at least one Ritual Education Training
- The Chapter Council hosts (in person or virtually) at least one personal/professional development event for the chapter

Total Number of check marks: _____/15

**If you have any questions/concerns, please reach out to your staff liaison.*